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UA58/5 Monthly Newsletter

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Recommended Citation

WKU Graduate School and Berger, Jim, "UA58/5 Monthly Newsletter" (2013). *WKU Archives Records*. Paper 2574.
http://digitalcommons.wku.edu/dlsc_ua_records/2574

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From: Jim Berger
To: Faculty-All; Staff-All
Subject: GS&R Monthly E-mail
Date: Tue. 3/19/2013

Hi Folks,

I hope you are doing well and getting to enjoy more of the spring-like weather. The following are some updates from Graduate Studies and Research.

Dr. Carl A. Fox to Arrive on March 25

Dean Fox will begin his first day in the office on Monday, March 25th. Dr. Fox is arriving from Montana State University in Bozeman, Montana where he served as Dean of the Graduate School, overseeing 50 masters programs and 20 doctoral programs. Dr. Fox holds a Ph.D. in Botany from Arizona State University, has published more than 70 scholarly publications and been principal investigator for nearly \$20 million of funded research proposals. The GS&R staff welcome Dr. Fox and look forward to his leadership and guidance.

Graduate Awards

Nominations are still being accepted for **Outstanding Graduate Student** and for the **John D. Minton Award**. The deadline is **Tuesday, March 19, 2013 @4 p.m.** Criteria for nominating **Outstanding Graduate Students** from each academic college are as follows:

- Graduate student completing all degree requirements in the fall 2012 semester, or be a candidate for the spring 2013 or summer 2013 semesters.
- Excellence in course work, reflected in an outstanding grade point average.
- Excellence in commitment to degree work beyond participation in course work as reflected in original research for papers, thesis, etc.
- Creative products, projects, papers or theses; participation in professional activities having to do with the student's commitment to the area of the degree or the teaching in the discipline; and/or papers presented or awards earned during the time of the degree program.
- Engagement activities as evidenced by community involvement and civic engagement.
- Potential for accomplishment in the profession.
- Other areas of excellence as deemed appropriate.

The *John D. Minton Graduate Student Award for Outstanding Contributions to Western Kentucky University* is an award that recognizes a graduate student for outstanding contributions to the academic discipline while pursuing a graduate degree. The deadline is **Friday, March 22nd**. Eligibility and requirements are as follows:

- Graduate student completing all degree requirements in the fall 2012 semester, or be a candidate for the spring 2013 or summer 2013 semesters.
- Nomination and letter of support from University employee via email.
- Two additional letters of support from other University and/or community individuals who are familiar with the scholarship activities of the nominee via email.
- CV/Resume via email

For more information, please visit: <https://www.wku.edu/graduate/students/awards.php>

Completing Online/Digital Forms

As many of you know, we have worked to become a paperless office and have created electronic forms that may be completed on the computer. Some of you, especially Mac users, may have difficulty getting these forms to work. It is especially important that both Windows and Mac users complete this form using Adobe Reader or Adobe Pro. Other pdf software (in particular, Preview on the Mac) is known to cause problems with fillable pdf forms that may cause a delay in processing your form. For more information see: <http://www.wku.edu/graduate/documents/>

Combined Admissions Report

With many thanks to Scott Macomber, our IT guru, we now have a weekly three-in-one report providing you with an applicant status update. Until now, you have received three reports in three separate e-mails: Waiting on Additional Admission Materials in Graduate Studies, Admission Decision Made, Waiting on the Departmental Admission Decision. We now have one weekly e-mail being sent with one report organized by admit term. Hopefully, this will reduce the number of empty e-mails you receive and provide you with a more complete report in one location. Remember that the purpose of the admissions report is to improve recruitment at the program level. If you see an applicant missing one or two items, you are encouraged to contact them as a follow up to suggest they submit their materials and let them know what they are missing. If you notice applicants listed on the Waiting on the Departmental Admission Decision report, that means that the application materials are sitting in someone's inbox waiting for them to sign off. Expediting these decisions will insure a quicker response and more fruitful recruitment.

Graduate Advisors

A friendly reminder, all Graduate Advisors must have Graduate Faculty Status. Information regarding eligibility requirements, current status, and applications can be found on the GSR website at https://www.wku.edu/graduate/faculty_staff/grad_faculty.php.

Highlighting Graduate Student Accomplishments

Earlier, I made a request for folks to let our office know about the latest accomplishments of your graduate students so we could highlight them on our

webpage. We have had a few entries but I want to encourage you to send more. We have received great feedback from the campus community and this is a great way of showing off the wonderful things our graduate students are doing. For those of you who may not be aware, we have hired a new Graduate Assistant under the Minority Assistantship Program. Ashlee has been helping us update the website and create and moderate Graduate Studies Facebook and Twitter pages. You can link to them and join from our home page, <http://www.wku.edu/graduate/>. I will be connecting to each college and asking for students conducting research so we can promote their accomplishments on our home page.

If you have any questions, please let me know and I'll be glad to clarify.

Take care.

Jim